
LAMAR UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Facilities Management
AREA: Campus Support Services

Campus Flags	MAPP 04.03.01
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I. POLICY

- A. Lamar University (LU) flies the flag of the United States of America (U.S.), the flag of the State of Texas, and the LU flag on its campus. Flags are flown at designated locations on campus.

II. PURPOSE AND SCOPE

- A. This policy falls under the authority of all applicable laws, statutes, rules, and regulations, including, but not limited to, the following: the United States Code, Title 4, U.S. Flag Code; Texas Government Code, Title 11, Chapter 3100, State Flag; Texas Education Code, Title 3, Higher Education; and Texas State University System (TSUS) Rules and Regulations.

III. ROLES AND RESPONSIBILITIES

- A. The LU Office of Facilities Management is responsible for maintaining flags on campus: raising and lowering flags, taking down flags during inclement weather, checking flags for damage, taking down and replacing damaged flags, and performing other duties to ensure flags are handled in accordance with federal and state laws, statutes, rules, and regulations.

IV. PROCEDURES

- A. The U.S. flag, State of Texas flag, and LU flag are flown continuously on campus unless there is a reason for one or more flags to be taken down or lowered to half-staff.
- B. The U.S. flag, state flag, and LU flag are handled according to the requirements of federal and state laws, statutes, rules, and regulations.
- C. Flying of Flags at Half-Staff:
1. In keeping with the U.S. Flag Code, "The United States flag flies at half-staff (or half-mast) when the nation or a state is in mourning. The president, through a presidential proclamation, a state governor, or the mayor of the District of Columbia can order flags to fly at half-staff. Most often, this is done to mark the death of a government official, military member, or first responder; in honor of Memorial Day or other national day of remembrance; or following a national tragedy" (USAgov, [Fly the American Flag at Half-Staff](#)).

2. In keeping with the Texas Government Code, the Governor of Texas can order the state flag to be flown at half-staff.
3. Under the U.S. Flag Code and Texas Government Code, an LU official, including the LU President, does not have the authority to order the U.S. flag or state flag to be flown at half-staff.
4. The LU President may order that the Lamar University flag be flown at half-staff to honor the passing of a member of the LU community, including a former LU President, who has made significant contributions to or had a significant impact on the University.
5. When the U.S. President or Governor of Texas orders that the U.S. flag and state flag be flown at half-staff, federal or state authorities inform the University of this order by print or electronic notice. If this notice is sent to an LU office other than the Office of Facilities Management, the notice is forwarded to Facilities Management so that this order may be put into action.
6. When the LU President orders that the LU flag be lowered to half-staff, the President or designee informs the Office of Facilities Management of this order by print or electronic notice.
7. If the U.S. flag is ordered to be flown at half-staff, all other flags will always follow suit. The U.S. flag has precedence and will never be flown at a level lower than other flags. Thus, if the U.S. flag is ordered to be flown at half-staff, all other flags (to include the state flag and LU flag) will be flown at half-staff.
8. If only the state flag is ordered to be flown at half-staff, the U.S. flag will be flown at full staff on a separate flag pole. All lower-level flags (to include the LU flag) will be flown at half-staff.
9. If only the LU flag is ordered to be flown at half-staff, both the U.S. and state flags will be flown at full staff on separate flag poles.

V. REVIEW AND RESPONSIBILITY

Responsible Party: Chief Operations Officer

Review Schedule: Every three years on or before September 1

VI. APPROVAL

Dr. Robert H. Wagner	07/19/2022
Chief Operations Officer	Date

Dr. Jaime R. Taylor	07/20/2022
President	Date

REVISION LOG

Revision Number	Date	Description of Changes
1	06/28/2022	Version created.
	07/20/2022	Version approved by President.